

## SEATTLE FIRE DEPARTMENT

# Information Bulletin #981



## Requirements For Public Assembly Areas

Includes Trade Shows, Displays, Musical Concerts, or Outdoor Events

---

### Permits Required

Show managers, promoters, or their representatives must submit floor plan layouts (three copies) to the Seattle Fire Department for approval. Plans should be submitted prior to the sublease agreements, but in no case less than three days prior to set-up. Plans must indicate aisleways, exits, pipe and drape, demonstrations and/or processes requiring additional Fire Department permits (See *Special Permits*). Address all correspondence to: Seattle Fire Department

Fire Marshal's Office  
220 Second Avenue South  
Seattle, WA 98104-2608  
(206) 386-1450

Copies of permit applications or information can be accessed through our web site at: [www.cityofseattle.net/fire](http://www.cityofseattle.net/fire).

Permit fees are based on total attendance during the entire event.

Events attendance 0-999 .....	\$88.00
Events attendance 1000-2999 .....	\$175.00
Events attendance 3000-9999 .....	\$350.00
Events attendance 10000-19999 .....	\$500.00
Events attendance over 20000 .....	\$1000.00

### Exits

Exits must be maintained, unobstructed and clearly signed. Additional exit signs may be required to properly indicate a means of travel to the exits.

### Aisles

Main aisles must lead directly to main exits and must be clear and unobstructed.

### Temporary Wiring

Temporary wiring must be installed in an approved manner, utilizing heavy-duty materials designed for such use.

### Flame Proofing

All decorative materials—including booths and table coverings—must be properly treated to make them flame proof.

### Combustible Storage

Combustible storage—repacking material, etc.—is prohibited throughout the public assembly area, including in and behind individual booth spaces.

### Combustible Waste

Metal containers with covers must be supplied for disposal of combustible waste.

### Flammable Liquids

Flammable liquids in any quantities are prohibited, except small amounts if approved and under permit from the Fire Department. During event hours, the maximum fuel allowed in vehicles, boats, or equipment shall be ¼ tank of the capacity or 5 gallons, whichever is less. Vehicles with inoperative fuel gauges will not be allowed on the event floor. All fuel caps must be locked or sealed with tape and the battery cables must be disconnected and taped.

All fueling and de-fueling must be done in an approved manner, outside and in a secured area away from any buildings. The fuel/de-fuel area must be roped off and located 20 feet from any other vehicle or other source of ignition, posted with *No Smoking* signs and provided with a fire watch equipped with a "2A 40 BC" dry chemical fire extinguisher.

### Portable Fire Extinguishers

A minimum of one 2<sup>1/2</sup> gallon water filled, or equivalent 2A rating, fire extinguisher must be installed for every 2500 square feet of floor area. The extinguisher must be located within 75 feet of travel distance from any point on the display floor. Additional extinguishers may be required for unusual or special hazards. Booths or areas having permits as defined in *Special Permits* must be equipped with appropriate fire extinguisher(s) for the type of material or process involved.

### Special Permits

The following materials and processes are prohibited except by permit. To insure processing, applications and fees should reach the Fire Marshal's Office 10 business days prior to set-up. ***Permits not submitted within the time frames indicated will be assessed a late fee.***

#### **Flammable Liquids** *(any amount)*

---

Single use.....	\$88.00
Annual permit .....	\$233.00

#### **LPG** *(any amount)*

---

Single use.....	\$88.00
Annual permit .....	\$233.00

#### **Open Flame** *(including candles)*

---

Single use.....	\$88.00
Annual permit .....	\$233.00

**Special Effect/Indoor Pyrotechnics...**\$233.00

### Responsibility

Promoters and/or show managers will be held responsible for the conditions listed in this bulletin.

---

**ALL SHOWS ARE SUBJECT TO A FINAL FIELD INSPECTION.**

---